



*"Service with Integrity
& Excellence"*

Arkansas Department of Community Correction

Two Union National Plaza Building

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ADMINISTRATIVE DIRECTIVE: # 00-03 COMMISSARY PRICING

TO: DEPARTMENT OF COMMUNITY PUNISHMENT (DCP) EMPLOYEES

FROM: G. DAVID GUNTARP, DIRECTOR

SUPERSEDES: AD 94-04

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APPROVED: Signature on File

EFFECTIVE DATE: MAY 12, 2000

- I. APPLICABILITY.** Center Supervisors and employees involved in the fiscal administration and operation of resident commissaries.
- II. POLICY.** The commissary pricing policy is established and approved by the Board of Correction and Community Punishment as indicated below.
- III. GUIDELINES.** Standard pricing guidelines to operate the Resident Assistance Fund at a reasonable profit are as follows:
 - A.** Pre-stamped envelopes are to be sold at cost.
 - B.** All other items are to be sold at the pre-marked price or a maximum of 30 percent above cost.
 - C.** Annual reports outlining commissary financial status will be made available to the public upon request.
 - D.** Offender Assistance/Welfare Funds and commissary records shall be subject to annual legislative audit.